

*MO 63-0033*  
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**4 MAR 1963**

MEMORANDUM FOR: Deputy Director (Support)

THROUGH : Special Planning Assistant to the Deputy Director  
(Support)

SUBJECT : Manpower Survey - Status Report on Action Taken

1. In response to the referenced memorandum, we have studied those portions of the Manpower Survey which were forwarded to us, and its conclusions and recommendations have been discussed with the FE Division and appropriate support offices. The following paragraphs contain a summary of our findings.

2. The specific conclusions and recommendations were:

FE Division

a. Annex 1, page 5, paragraph 11a, concludes that a savings of six positions could be realized in the Personnel Section if certain improvements could be effected in existing procedures in the Office of Personnel. This is discussed further in Annex 1, Tab B, pages 14 through 16.

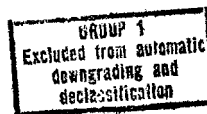
b. Annex 1, Tab B, page 16, item 2, proposes that a study be undertaken to determine whether the Central Processing Branch, Office of Personnel, can assume more of the mechanical tasks of moving people to and from overseas assignments.

c. Annex 1, Tab B, page 16, item 3, concludes that the present system for recording official assignment of personnel should be studied with a view toward making the computer-produced listings more useable.

Office of Logistics

d. Annex 4, pages 5 and 6, paragraph 6f, recommends that the operating components be authorized to discontinue the present system of notifying the Director of Logistics of each individual change within approved TVA's and that an annual report be substituted therefor.

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3. Paragraphs 2a, b, and c are related in that the reductions proposed in the FE Division's Personnel Office were contingent upon the accomplishment of the other recommendations. We have discussed the recommendations with appropriate officials in the FE Division and the Office of Personnel, and it has been concluded that the proposed changes are not feasible at this time. The reasons for this conclusion are as follows.

a. The Central Processing Branch provides many services to travelers proceeding overseas, and it may be possible that they could provide more. However, CPB is not equipped to handle certain of the functions now being handled in FE Division. Employees going overseas and their dependents require detailed knowledge of internal living conditions in foreign countries. Further, CPB is concerned only with employees departing Washington, whereas FE Division must provide for personnel going from one overseas post to another or returning to headquarters. For these reasons we do not foresee any immediate reduction in the workload of FE Division personnel concerned with travel processing.

b. We also doubt that there can be any immediate personnel savings through a change in the machine records system. Other than those statistics already provided through machine runs, FE Division must keep temporary and even handwritten records in conjunction with day-to-day planning. Since such temporary and short range records could never be converted to machine records, a component as large as FE Division is unavoidably faced with a large volume of paperwork. The Division will, of course, quickly take advantage of any new service offered through computer-produced records.

4. With respect to the proposals concerning the reporting of changes in station TVA's, it is our understanding that the Office of Logistics has prepared and is now coordinating proposed revisions to [redacted] to achieve the recommended objectives.

[redacted]  
Deputy Special Support Assistant/DDS

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Attachment:  
Manpower Survey

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